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December 19, 1947

MEMORANDUM TO CHIEF, PERSONNEL BRANCH

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SUBJECT: Modification of [redacted] Tables of Organization

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1. The current tables of organization for [redacted] provide for one trainee English Monitor, CAF-5, and two trainee Foreign Language Monitors, CAF-6, at each location. These positions were requested because of the fact that at least six months are normally required to train a new employee to the point of competent and independent performance of the duties of a monitor.

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2. As the staff of a [redacted] approaches stability, however, the existence of these positions creates a situation wherein a monitor with one year of service, for example, now fully trained in monitoring techniques, is performing with equal competence the same duties as his colleagues in positions two grades above him, without the possibility of corresponding promotion.

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3. It is therefore requested that the tables of organization of each of the three [redacted] be modified as follows:

- a. Delete one English Monitor, CAF-5, and add one English Monitor, CAF-7.
- b. Delete two Foreign Language Monitors, CAF-6, and add two Monolingual Monitors, CAF-5.

4. It is understood that if this request is approved, trainee monitors will continue to be appointed at the lower grades and will remain in them until fully competent in the duties described for the CAF-7 and CAF-8 positions, respectively.

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Chief, [redacted]

CO/ [redacted]

PME: bhr

cc: Administrative Office

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